

30 September 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

STAT ATTENTION :

SUBJECT : MBO Objective OS-D 01-76

REFERENCE : Memo to DD/PTOS from DD/P&M, dated 19
Sept 75, same subject

In accordance with paragraph 3 of reference, the following listing constitutes an inventory by type and volume of the records held by the individual branches of the Physical Security Division.

RECORD CATEGORY

VOLUME
(cubic ft.)

SAFETY BRANCH

Special Hazard Files	1.88
Admin & Policy Files	1.88
Safety Policy Files	1.25
Fire Protection & Life Safety Files	3.75
Inspection Reports	17.92
Accident Statistical Reports	20.60
Building Plans	12.20
Reference Material	46.50
Accident Records (Cards)	.30
Odd Size - Handouts & Testing Training Equipment	23.80

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RECORD CATEGORY

VOLUME

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OVERSEAS SECURITY BRANCH

Admin Files - Active	5.50
Policy Files	3.90
Reference Material	5.00
Station/Survey Files - Active	34.50
Station/Survey Files - Inactive	3.30
E & E Plans	6.50
Terrorist Information and Reports	1.50
Admin Files - Retired	3.30
Individual Personal Working Files	14.80
Tickle Card Files	.10
Maps, Charts, Bldg. Plans, etc.	12.00

HEADQUARTERS SECURITY BRANCH

Office of the Chief

Office Policy Files	9.30
Guard Soft Files	2.40
Chronos	2.90
Films, Audio and Video Tapes	3.60
Working Material (Correspondence, Film, etc.)	6.60
Reference Material	2.40

RECORD CATEGORY	VOLUME (cubic ft.)
<u>Security Duty Office</u>	
Incidents Reports	1.00
Tour of Duty Reports	1.75
Security Violation Reports	1.25
Operational and Instrumental Files	5.00
Card Safe Files (Crank Cards)	7.75
Reference Material (Books, Tapes, Catalogs)	13.00
Audio and Video Tapes	.74
<u>Identification Section</u>	
Badge Packets	67.33
Policy Files	4.00
Correspondence	12.00
Reference Files	3.00
IBM History Listings (Agency and VNE Badges)	10.20
8x10 Color Photos VIP's	2.00
Camera Reference Material	.30
VNE 2001 Requests	2.00
Computer Listings of Badges Issued	6.00
Catalogs	1.10
Form 3475b CENBAD Cards	5.00
<u>Security Services Section</u>	
Policy Files	3.56
Old Files	1.16
Correspondence	.60
Reference Material	7.08
Working Material	3.52

ADMINISTRATIVE - INTERNAL USE ONLY

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RECORD CATEGORY

VOLUME
(cubic ft.)

Receptionist Section

Office Pass Form 604	9.75
Information Cards	.75
Reference Material	2.00
Personnel Files	1.00
Correspondence Files	1.00



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